

ADMINISTRATIVE - INTERNAL USE ONLY

27 JAN 1975

DDI Inflation-Fighting Measures:

Achievements and Suggestions

Part I: Achievements

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A. Personnel

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2. OPERATIONS CENTER has reduced overtime pay for communications clerks by 95% by hiring sufficient personnel to man these round-the-clock positions on a normal basis.

3. OGCR has reduced overall pay requirements for overtime by 5%.

4. FBIS has saved \$3,690 in 1974 by rescheduling the pickup and delivery of JPRS material to eliminate special courier service requirements.

5. OSR has reduced overtime authorizations and expects savings "in the thousands of dollars" as a result of this action and the reduction in the use of office equipment discussed below (see Part I, B, 6.)

B. Materials, Supplies and Equipment

1. CRS has reduced subscriptions for Saturday issues of major US newspapers by 45%, resulting in a savings of about \$2,000 per annum.

2. CRS has converted its AEGIS Keyword occurrence listings from computer paper to microfilm, resulting in an annual saving of 31 boxes of computer paper, the space to store 7.5 boxes of printouts and 48 hours in computer printing time.

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3. COMIREX has reduced its film expenditure by closer monitoring of requirements.

4. FBIS has expedited material and equipment procurement requests to acquire necessary supplies before price increases took effect.

5. FBIS has replaced one of its Xerox 4000 copiers with a less expensive machine.

6. OSR has instituted a program for multiperson use of calculators and other office equipment.

7. OGCR has achieved an overall reduction in equipment and supply costs of 5%.

8. IAS has realized a saving of \$160,000 on light tables by transferring some no longer required tables to NPIC and replacing them with equipment costing only half as much.

C. Paper

1. CRS is saving 104 boxes of computer list paper annually by cutting its dissemination of AEGIS batch request printouts in half.

2. OPERATIONS CENTER has instructed all personnel to cut down on reproduction and dissemination of routine materials to regular customers.

3. COMIREX is attempting to measurably reduce its standard distribution of documents.

4. FBIS has undertaken a major paper-saving campaign resulting in a savings of about \$11,000 during 1974, largely through converting incoming teletype copy from triple to double spacing.

5. OSR has initiated a study into the feasibility of expanding the use of Letterex vice Xerox copies and started a campaign to limit the number of copies of inter- and intra-office use.

6. IAS has required two-sided copying for most Xerox reproductions of office documents.

7. CGAS and FBIS are reusing manila envelopes as frequently as possible.

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D. Energy

1. FBIS has realized additional savings by more conservative use of electric lights, telex communications and telephone service.
2. CGAS has reduced the number of telephone lines in its office.

E. Miscellaneous

1. OSR has established a new resources management staff and expects to eliminate a previously projected office deficit of \$62,000 in FY 1975 by means of paced hiring, reduced travel and external contracting.
2. OSR has requested an independent records management survey by ISAS in an effort to save paper, equipment and space.

Part II: Other Suggestions for Fighting Inflation

1. Turn lights off and heat down after 1800 hours in all areas not actually being used by night-duty personnel. (OCI)
2. Reduce expenses for external and internal training by (1) reviewing CIA training courses and eliminating or consolidating overlapping or marginal courses; and (2) conducting more internal training activities in Headquarters rather than [redacted] (OCI) [redacted]
3. Reduce paper costs by (1) selling all usable waste to industrial paper recyclers; (2) sponsoring a special Agency-wide campaign with cash incentives for the best money-saving ideas in paper conservation and reduction in the paper flow among and within offices. (OCI)
4. Encourage individual offices to accomplish some of their own routine maintenance and beautification chores. (Why should we pay GSA \$30 to paint one safe?) (OCI)
5. Conduct periodic drives to re-collect idle and unused equipment and supplies. (OCI)
6. Bring the watch officer staffing for the Operations Center and the NMCC up to its authorized strength to reduce overtime costs now being incurred. (OPS CENTER)
7. Require more rigid justification for the use of mag-card machines, calculators, reproduction equipment. (FBIS)

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